Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? (Yes) No — Curriculum Unit : U7 my community / all

Field Trip Information

Applicant Name : Lynn Liska	Method of Transportation : bus / plane
School : William J. Johnston MS	Bus Service Number :
Grade(s) & Group(s) : 7 + 8 all	Number of Students : 7 TBD
Date(s) of Trip : June 23 - 30, 2026	Number of Day(s) of Trip : 7 nights
Event :	
Destination : Costa Rica	Phone Number :
Destination Address :	State :
Time of Departure from School : TBD	Clothing / Equipment Required : shorts + T-shirts sneakers ; water shoes, bathing suits
Time of Arrival to School : TBD	

Student Cost Information

*Cost to Student $ $2892 (+ approx.) plus $100 for bus	Suggested Student Pocket Money $ +50 (all meals included)

Supervision Information

1. Name : Lynn Liska	Cell Phone : 860 301 6517
2. Name : Bonnie McAneny	Cell Phone : 860 617 4454

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips) 1:6

Leeanne Morgan 860 333 4631 if 13-18 students

Nathalie Horton 860 978 3040 if 19-24 students

Administrator Signatures

Applicant	Date 11/10/25		
Department Chair (BA Only)	Date	Approved	Denied
Principal/Administrator	Date 11/10/25	Approved	Denied
Assistant Superintendent	Date 11/12/25	Approved	Denied
Superintendent	Date 11/12/25	Approved	Denied

Board of Education (if applicable)

Board of Education Meeting Date 11/18/2025	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : Costa Rica via Explorica

Reference Check : Visited Site On : OR Spoke with: asked in WL forums online

Name of Staff Completing Form : Lynn Liska

Grade / Group Attending : Gr 7+8 all

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip: The trip meets the ACTFL standards of interacting with communities, comparing cultures, and communicating in a foreign language. Students will develop knowledge of and tolerance for other cultures and people by understanding and respecting their language, products, practices, and perspectives in order to be able to participate successfully in the global community

Assessment of Student Learning:

8th grade students will already have been promoted by June 23.

7th grade students will keep travel diaries detailing cultural and language similarities and differences. A second option would be to create slides of their trip with captions in Spanish detailing where the pic was taken and why it's important.

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

	Date/Time	Location	Activity
T	6/23	San José, Costa Rica	Arrive from Boston, meet tour guide
W	6/24	San José	visit coffee plantation, take bus to Arenal
Th	6/25	Arenal	kayaking tour, visit hot springs, volunteer activity
F	6/26	Monteverde	travel by bus. Zip line tour
S	6/27	Costal Puntarenas	travel by bus, community-based project
S	6/28	Sarchí	travel and visit craft village
M	6/29	San José	community-based project
T	6/30	San José	Fly to Boston

Bus Information

Bus Reservation Date	Price of Bus(es) $ ≈ $1,000 r/t to Boston

School Board *Presentation*

2025

EXPLORICA
by WorldStrides®

SCHOOL BOARD PRESENTATION

Costa Rican Adventure

April 11, 2026 - April 18, 2026

CONTENTS

Introduction 3

Hotel examples 4

Meal & on-tour info 5

Safety information 6

Liability policy 7

Payment options 8

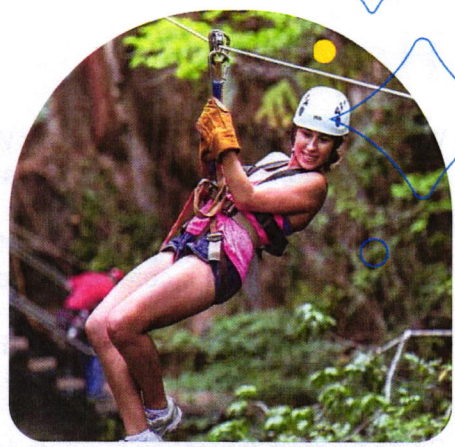
Insurance policy 9

Positive feedback 12

Tour specifics 14

Supporting documents 17

Welcome to Explorica by WorldStrides and thank you for your interest in student travel!



As a licensed tour operator, Explorica by WorldStrides is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, classroom lessons come to life and offer your students valuable exposure to the world outside of their hometown. It's an educational adventure for all!

Before we begin, here's a little more about us:

WorldStrides has over 55 years of experience partnering with teachers to create authentic, interactive, and safe educational travel programs. We specialize in connecting teachers and students to new cultures, languages, and people on specialized tours across the globe.

We believe we can create a better world by immersing every student within new cultural experiences through travel. We aim to be the industry leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable experiences.

Every Explorica by WorldStrides program includes round-trip flight or bus transportation, accommodations, on-tour transportation, most meals and the services of an expert, full-time Tour Director dedicated to your group. As a member of the WorldStrides family, we enjoy a global network of more than 45 offices. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you.

WorldStrides has helped change the lives of 10 million+ students through our educational experiences. Join us!

Happy travels!

Hotels

When you travel with Explorica by WorldStrides, you stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in hotels that prioritize safety and meet our "three C" standards—clean, comfortable, and convenient. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to itinerary sights, comfort, quality, and safety. Students are roomed in either triple or quad accommodations based on hotel availability.

Students have the option to upgrade to twin rooming for $45 per night. Paying adults (23 or older) are roomed in twin/double accommodations and a $45 per night double/twin rooming supplement is included in the adult total cost. Adults have the option to upgrade to a single room for an additional $40 per night.

HOTEL SAMPLE SPECIFIC TO COSTA RICA

El Establo Mountain Hotel, Monteverde

Standard hotel

Hotel description

"Nestled in the misty cloud forest of Monteverde, El Establo offers the best quality services that will make your trip an unforgettable experience: The area`s best view, heated indoor pools, spa, restaurants, café-bars, special events center, internet access, souvenirs shop, tennis court, basketball court, mini soccer court, hiking trails, canopy tour and the most charming staff."

Group leader evaluations

"El Establo was above and beyond. We really enjoyed staying here. The food was excellent! The students were very happy here."

Meals

Explorica by WorldStrides provides breakfast and dinner daily on all tours, unless otherwise indicated on your itinerary. We make sure all travelers have the opportunity to experience local cuisine, whether that's buttery lobster rolls in Boston or the best pizza in Rome.

Tour Director

Your Tour Director is responsible for organizing trip logistics. They will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. Your Tour Director can also provide suggestions for your free time. Local guides are your resource for detailed destination information.

Health & Safety

All traveling participants on WorldStrides programs have the support of our 24/7 WorldAssist emergency response team and access to Doctors on Call. Our exclusive relationship with The George Washington University Medical Faculty Associates provides 24/7 access to medical care. Telehealth consultation with a mental health professional is also available through our relationship with AXA Behavioral Health.

Being a WorldStrides Tour Director is an extremely competitive position. All of our Tour Directors come highly recommended with at least five years of experience in the industry and are trained extensively on our emergency procedures.

Explorica by WorldStrides has a $50 million Liability Insurance Policy and we can have your school information printed on the certificate before traveling.

We are a member of USTOA: United States Tour Operators Association's $1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica, Inc. is required to post $1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, the $1 million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by email to information@ustoa.com, or by visiting their website at www.USTOA.com.

In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA).

Explorica also offers each traveler the option to purchase the Travel Protection Plan at $12/day or the Travel Protection Plan Plus at $18/day.

Liability policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number one priority and that we have policies and procedures in place to protect the school, school district, teachers and participants involved with this tour.

Explorica has a $50 million liability policy that protects third parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour. Explorica has taken all precautions to best protect the students and other tour participants.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online Tour Diary that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,

Tim Sweeney
Chief Product Delivery Officer
Explorica by WorldStrides

Payment Plans

FULL PAYMENT

Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN

Pay a $50 deposit, plus any travel protection plan fees, with a credit card or checking account upon enrollment. The balance of the tour fee will be automatically charged to the card on file or debited from the linked checking account in equal monthly installments until 35 days prior to departure.
Please note: all payments must be made by credit card, debit card or checking account. If two consecutive payments are returned NSF or declined, payment plan will update automatically to the 4-Step Manual Plan.

4-STEP MANUAL PLAN

Pay a $99 deposit upon enrollment. $500 toward the balance is due 30 days later. At 110 days prior to departure, 75% of the balance is due. At 65 days prior to departure, the remainder of the balance is due. Each payment must be made manually.

GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments, money orders and personal checks. Monthly payment plans require the use of a credit card or ACH payment.
Please note: personal checks cannot be accepted within 75 days prior to departure. ACH payments cannot be accepted within 65 days prior to departure.

Participants not enrolled in an automatic payment plan will receive email reminders of payments due approximately two weeks in advance of the due date. Payment reminders are sent only through email. Late payments are subject to an additional $50 fee. Participants that remain unpaid in full within 75 days prior to departure, or who do not meet the conditions of their payment plan, will have their reservation cancelled in keeping with our standard cancellation policy.

Payments rejected due to insufficient funds, returned to us by the bank—including bounced checks, returned due to a stop-payment order, or that are otherwise in dispute are subject to an additional $35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet their contractually obligated payment schedule.

Insurance

Four out of every five Explorica by WorldStrides travelers protect their investment through our partnership with Trip Mate, our third-party travel protection plan provider.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan provides coverage for participants experiencing:

- The injury, sickness, or death of a student or family member
- Documented theft of a passport or visa
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Medical expenses incurred while traveling
- And much more…

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with the benefits provided by the standard plan, you have the option to upgrade to the Explorica Travel Protection Plan Plus which includes our exclusive ***Cancel For Any Reason*** waiver. With ***Cancel For Any Reason***, participants that cancel their trip reservation for any reason not otherwise covered by the protection plan will receive reimbursement for 75% of trip fees, excluding certain non-refundable fees, provided:

1) Payment for this plan is received by Explorica within 14 days of the initial deposit/payment for the trip; and
2) The trip is cancelled at least 2 days prior to the scheduled trip departure date.

This ***Cancel For Any Reason*** waiver does not cover penalties associated with any air or other travel arrangements not provided by Explorica. This waiver is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company.

Insurance

Our protection plans also provide coverage for on-tour contingencies, including:

TRIP INTERRUPTION

Participants that have their Explorica by WorldStrides trip interrupted after departure due to a covered reason (see previous slide for examples) can be reimbursed for unused travel arrangements as well as the additional transport costs for participants either returning home or rejoining their group.

MISSED CONNECTION

Participants that are delayed from arriving at their scheduled destination by 3+ hours due to a covered reason can receive reimbursement for unused travel arrangements as well as the additional transport costs to join their group.

TRAVEL DELAY

Participants that experience significant travel delays (12+ hours) due to a covered reason will receive reimbursement for additional accommodation, meal, and local transportation expenses.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Participants that require medical assistance while traveling will have the cost of transportation to an appropriate medical facility covered.

BAGGAGE & PERSONAL EFFECTS

Participants will receive reimbursement if their personal belongings or baggage are damaged, lost, or stolen while traveling.

BAGGAGE DELAY

Participants that experience a significant baggage delay (24+ hours) can be reimbursed for the purchase of necessities, including clothing and personal articles.

Insurance

PRE-EXISTING CONDITIONS WAIVER

Participants that purchase a travel protection plan within 14 days of their initial deposit and/or trip payment and who are not disabled from travel at the time of protection plan payment can waive the plan exclusion for pre-existing conditions.

A **Certificate of Coverage** provides complete details of the travel protection plan, including conditions, exclusions, and limitations is available on our website or at any time by request to our team.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In California, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's **Travel Protection Plan** and Explorica's **Travel Protection Plan Plus** is based on your program's total price and provided at enrollment. The estimated cost for your program will be provided in advance. This plan should be purchased at the time of enrollment. You have ten (10) days from the date of purchase to review and cancel your plan for a full refund. After that period, the cost of the plan is non-refundable.

From Our Program Leaders

After every tour, Explorica by WorldStrides asks our Program Leaders to evaluate our overall pre-tour, during tour, and post-tour performance as a company.

"I thought the whole process was terrific! The best way I think that one can judge how successful the trip was is by how the students felt about the trip. Every one of our students enjoyed the experience. We all felt the experience had a positive impact on us and something that we will remember forever. Our Tour Director was beyond great. He attended to all our needs and wanted nothing more than for our experience to be a positive one. The students and adults all felt comfortable with him and he was always available to answer our questions and take care of our needs. I believe Explorica hit a home run. I've used Explorica for the last 4 years and have found it to be very rewarding and professional. I plan to continue to use Explorica in the future because I believe they are the best out there for the price."

From Bradley E. – Lansing, KS

"I have been travelling with Explorica for several years and have been on a variety of tours with this company. I would not travel with anyone else. I feel they work hard to give the students the best experiences for the best value."

From Nancy B. –Tower City, PA

From Our Program Leaders

"The tour director and bus driver were fantastic!! The tour guide was extremely knowledgeable of the sites and understanding of teenage quirks. Additionally, both he and the bus driver were very accommodating to our needs and requests. The bus driver was great navigating the busy streets of the cities and also a wealth of information! We hope to travel with Explorica again!"

From Jennifer B. – Chicago, IL

"Explorica did it again! Every trip is better than the last. We covered a lot of territory in a week. The success to a good trip besides Explorica's organization and support is excellent tour guides. We had two of the best. This is a super adventure at an affordable price. It was very easy to organize with the people at Explorica so accommodating and friendly."

From Patty S. – Elk Point, SD

Costa Rican Adventure

April 11, 2026 - April 18, 2026

See turtle nesting grounds, massive manatees and giant iguanas in Tortuguero, relax in hot springs and kayak on crystalline lakes in Arenal, and travel up to Monteverde to spot howler monkeys and colorful tree frogs hidden under a cover of clouds.

Costa Rican Adventure

ITINERARY

Day 1 Hola San José
(groups flying from the west coast may be required to depart day 0)
› Meet your tour director and check into hotel

Day 2 San José--Tortuguero
› Travel to Tortuguero
› Caribbean Conservation Cooperation Museum visit

Day 3 Tortuguero
› Tortuguero wildlife boat tour
› Tortuguero National Park visit

Day 4 Tortuguero--Arenal
› Travel to Arenal
› Hot springs visit

Day 5 Arenal--Monteverde
› Lake Arenal kayaking tour
› Travel to Monteverde
› Optional Horseback ride $45

Day 6 Monteverde
› Canopy zipline tour
› Santa Elena Biological Reserve visit

Day 7 Monteverde--San José
› Monteverde Butterfly Garden visit
› Ecological farm visit
› Travel to San José
› Plant your own tree

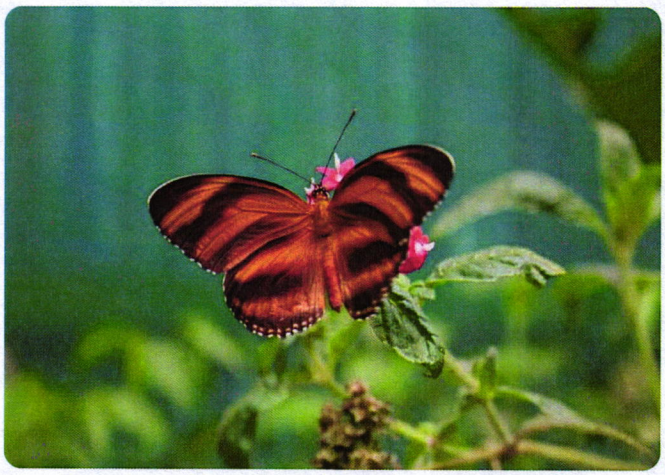
Day 8 Flight home from San José

Costa Rican Adventure

TOUR INVESTMENT:

Travelers under 23 years $2,971.00*
Travelers 23 and above $3,411.00*

*Sign up by **Nov 23, 2025** to receive this discounted price!



TOUR INCLUDES:

- Round-trip transportation
- 7 overnight stays in hotels (8 with extension)
- Breakfast, lunch and dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Overnight security chaperone
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.
- Tour Diary™

explorica
by WorldStrides®

WorldStrides has over 55 years of experience as the global leader in educational travel, both in the U.S. and abroad. Accredited by regional and national educational certifying bodies since 1996, our portfolio of transformative programs offers life-changing moments for everyone—students, parents, and educators alike.

Web: explorica.com
Phone: 1.888.310.7120

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